

Form OMV 1 Louisiana Driver History Record Request Application INSTRUCTIONS

Purpose:

- The form is used by the Driver Safety Coordinator to request access to Department of Public Safety and Corrections/Office of Motor Vehicles computer system to request on-line official driving records (ODRs)
- Access to completed forms must be limited to Driver Safety Coordinators who are responsible for reviewing ODRs
- One back up for each office may be given access

Preparation:

- Form must be typed or completed in blue or black ink. Pencil entries are not acceptable.
- **All entries must be clearly and legibly written or typed.**
- Form must be reviewed and signed by the Agency Head or other designated individual.
- Must be accompanied by OMV Security Statement

Instructions:

- **Requesting Agency:** Insert name, address, name and telephone number of Driver Safety Coordinator
- **Certification by Agency Head:** Date, Signature of Agency Head or designee and Title
- **Authorized Requesters:** Printed name, agency, telephone number, and email address of Driver Safety Coordinator and/or back up.
- Form may be used to list more than one requester
- Upon termination or change of duties of the Driver Safety Coordinator and/or back up, OMV must be notified via email to lhdr@dps.la.gov to cancel access.

Disposition:

- Scan and email completed form to Jason.graham@dps.la.gov or telephone (225) 925-3734 for more information
- Maintain original in Driver Safety files

Retention:

- Retain the form per [DCFS Policy 6-02 Retention of Departmental Records](#)